### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

#### NOAA ADMINISTRATIVE ORDER SERIES

#### TABLE OF CONTENTS

as of July 10, 2007

Attached is a revision of the Table of Contents for the NOAA Administrative Order (NAO). Holders of the hard-copy set of NAOs may print and file this Table of Contents in the front of the binder holding the set of Orders.

If you need to obtain copies of any particular NAO, you may call the Administrative Management Team on 301-713-3530 x180. Electronic versions of the Orders may be viewed at http://www.corporateservices.noaa.gov/~ames/NAOs/naos.html.

Attachment

/Signed/

Administrative Management and Executive Secretariat

### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NOAA ADMINISTRATIVE ORDER SERIES INDEX OF CHAPTERS

CHAPTER	TITLE
200	Directives
201	General
202	Personnel
203	Finance
204	Travel and Transportation
205	Records and Forms
206	Office Services
207	Security and Loyalty
208	Supply Management
209	Safety
210	Emergency Readiness
211	Management Improvement
212	Automatic Data Processing
213	Audits and Inspections
214	Correspondence and Mail
215	Equal Opportunity
216	Program Management
217	Property and Facilities Management
218	Legal and Legislative Matters
219	Public Affairs

### NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NOAA ADMINISTRATIVE ORDER SERIES TABLE OF CONTENTS

NAO <u>NUMBER</u>	TITLE	EFFECTIVE DATE	
Chapter 200 - Directives			
200-1	NOAA Directives System	15 NOV 89	
200-3	The NOAA Administrative Order Series	02 OCT 91	
200-4	NOAA Distribution System	09 AUG 91	
200-7	Organization Management (Amendment)	19 JUN 89 15 NOV 89	
200-101	Abolishment of the NOAA Directives Manual System	01 OCT 92	
	Chapter 201 - General		
201-2	Committee Management	30 AUG 90	
201-6	Official Flags of NOAA	01 APR 02	
201-17	Redelegation of Authority to Act as Certifying Officer	13 NOV 06	
201-32A	Rider Requisition System	26 NOV 90	
201-32B	Printing Reports External to NOAA	29 NOV 90	
201-32C	Printing and Binding Requisitions	09 JAN 91	
201-32D	NOAA Visual Communications System	04 DEC 96	
201-32E	Administrative Publications	26 AUG 91	
201-32G	Scientific and Technical Publications	27 JAN 93	
201-101	NOAA Fleet Allocation Council	15 NOV 89	

201-103	Cooperative Research and Development and Invention Licensing Agreements Under the Federal Technology Transfer Act of 1986		
	(Public Law 99-502) (Amendment)	13 NOV 89 09 JUL 91	
201-114	NOAA Commissioned Corps Emblem	21 JUN 91	
201-115	NOAA Aircraft, Color, and Identification	21 JUN 91	
201-116	Policy for Naming NOAA Ships	09 AUG 95	
Chapter 202 - Personnel			
202-250	NOAA Management Review Process for Human Resources (HR)-Related Delegated Authorities	07 APR 98	
202-299	Clearance of Employee Accountability	22 APR 94	
202-300	NOAA Corps Staffing Policy	18 SEP 89	
202-351	NOAA Competitive Areas for Reduction-in-Force (Amendment)	19 MAR 90 24 FEB 00	
202-410A	Long-Term Training	29 NOV 91	
202-411	NOAA Leadership Training Program	13 FEB 95	
202-430	NOAA Performance Management Program (Amendment #1) (Amendment #2)	06 FEB 98 25 SEP 98 26 JUN 03	
202-451	NOAA Incentive Awards Program (Amendment) (Amendment)	13 MAY 98 13 APR 99 07 JUL 06	
202-511	Position Classification of Scientific Research Positions	16 JUL 93	
202-531A	Application of Highest Previous Rate Flexibilities	01 OCT 92	
202-532A	Scuba Diving Duty Pay During Training	13 AUG 92	
202-550	Limit on Accrual of Compensatory Time	22 NOV 04	

202-534A	Commuted Subsistence Allowance	04 FEB 91	
202-711	Labor-Management Relations Procedures	29 NOV 88	
202-715	NOAA Alternate Dispute Resolution Program	21 JAN 97	
202-735A	Commercial Fishing by NOAA Employees	20 MAY 88	
202-735B	Recreational Fishing from NOAA Vessels, Disposal of Fish	09 JAN 89	
202-735C	Outside Employment	13 JUL 89	
202-735D	Scientific Misconduct	07 NOV 90	
202-957	NOAA Student Loan Repayment Program	28 JAN 05	
	Chantar 203 Finance		
	Chapter 203 - Finance		
203-17	Personal Property Claims (Amendment)	02 OCT 91 13 DEC 91	
203-31	Payment of Invoices	24 APR 90	
203-34	Certification of Obligations	18 AUG 95	
203-101	Diners Club Charge Card	20 APR 92	
203-102	NOAA Finance Handbook	01 APR 93	
203-105	Designation of Financial Management Centers	23 AUG 92	
203-120	Overdue Financial Reports (Grants/Cooperative Agreements)	22 SEP 87	
203-157	Real Property Reporting (Accounting)	20 OCT 93	
Chapter 204 - Travel and Transportation			
204-1	Official Travel	29 OCT 92	
204-38	Local Travel for NOAA Employees in the Washington, D.C. Metropolitan Area (NOAA Circular 92-03)	18 FEB 92	

# **Chapter 205 - Records and Forms**

205-1	NOAA Records Management Program	30 JUL 97	
205-10	Forms Management Program	28 MAR 95	
205-11	Code of Federal Regulations and Federal Register (Amendment) (Amendment) (Amendment)	03 DEC 90 01 MAR 04 09 NOV 04 11 AUG 05	
205-13	Interagency Reports Clearance and Reporting Requirements	19 APR 91	
205-14	Processing Requests Under the Freedom of Information Act	14 MAR 94	
205-15	Privacy Act	28 NOV 90	
205-17	NOAA Information Access and Dissemination	12 AUG 94	
Chapter 206 - Office Services			
	Chapter 206 - Office Services		
206-5	Chapter 206 - Office Services  Use of NOAA Conference Rooms (NOAA Circular 95-01)	13 JAN 95	
206-5 206-6	Use of NOAA Conference Rooms	13 JAN 95 26 MAR 01	
	Use of NOAA Conference Rooms (NOAA Circular 95-01)		
206-6	Use of NOAA Conference Rooms (NOAA Circular 95-01)  Copying Equipment (NOAA Circular 01-02)  Guidelines for the Use of Electric Scooters in the Silver Spring Metro Complex	26 MAR 01	
206-6	Use of NOAA Conference Rooms (NOAA Circular 95-01)  Copying Equipment (NOAA Circular 01-02)  Guidelines for the Use of Electric Scooters in the Silver Spring Metro Complex (NOAA Circular 00 01)	26 MAR 01	

# **Chapter 208 - Supply Management**

208-1	NOAA Acquisition Handbook	23 SEP 04	
208-3	Major System Acquisitions (Amendment)	21 SEP 94 27 SEP 96	
208-17	NOAA Personal Property Handbook	15 JAN 03	
208-108	Preparation of Form CD-435, Procurement Request, for Personal Property Reconciliation	16 MAR 93	
	Chapter 209 - Safety		
209-1	NOAA Safety Policy	20 AUG 04	
209-115	NOAA Employees Aboard Non-NOAA Vessels	29 MAY 91	
209-123	NOAA Diving Program	02 MAY 03	
209-124	Aviation Safety Policy	14 JUN 06	
Chapter 210 - Emergency Readiness			
	8 · · · · · · · · · · · · · · · · · · ·		
210-2	Vital Records Plan	13 JUN 06	
210-2 210-5	·	13 JUN 06 06 MAY 03	
	Vital Records Plan		
210-5	Vital Records Plan  Order of Succession to Key NOAA Positions	06 MAY 03	
210-5	Vital Records Plan  Order of Succession to Key NOAA Positions  All Hazards Incident Management	06 MAY 03	
210-5	Vital Records Plan  Order of Succession to Key NOAA Positions  All Hazards Incident Management  Chapter 211 - Management Improvement	06 MAY 03	
210-5	Vital Records Plan Order of Succession to Key NOAA Positions All Hazards Incident Management  Chapter 211 - Management Improvement No NAOs in Series 211	06 MAY 03	

212-6	Information Technology Planning System	30 MAY 91	
212-7	Information Technology Requirements Initiatives	30 MAY 91	
212-9	Data Processing Hardware Management	30 MAY 91	
212-10	Telecommunications Planning, Acquisition, and Management	13 AUG 92	
212-10A	Telecommunications Management - Telephone Use Policy	22 JUL 99	
212-11	Acquisition of Information Technology Resources	30 MAY 91	
212-12	ADP and Telecommunications Standards	30 MAY 91	
212-12A	Telecommunications Standards: NOAA Interoperability Profile	16 JUL 93	
212-12B	Telecommunications Standards: Names, Addressees, and Gateways in Electronic Mail Systems	24 SEP 93	
212-13	NOAA Information Technology Security Policy	07 MAR 03	
212-14	Use of the Internet	17 MAY 96	
212-14.1	Internet Services Resource Management: Service Acquisition, Security, Address and Name Services	17 MAY 96	
212-15	Management of Environmental and Geospatial Data and Information	22 DEC 03	
Chapter 213 - Audits and Inspections			
213-5	Redelegation of Authority - Resolution of Audit-Related Debts (NOAA Circular 90-07)	27 MAR 90	
Chapter 214 - Correspondence and Mail			
214-8	NOAA Mail Management Handbook	11 MAY 99	
214-100	Review of NOAA Mailing Lists	06 AUG 91	

# **Chapter 215 - Equal Opportunity**

215-1	NOAA's EEO/Civil Rights Program	16 MAY 90
215-6	Equal Employment Opportunity Advisory Committees	15 DEC 92
215-101	NOAA Equal Employment Opportunity Training Program	13 NOV 90
215-102	Alternative Discrimination Complaint Processing	04 AUG 92
215-103	Equal Employment Opportunity (EEO) Handbook	29 NOV 92
Chapter 216 - Program Management		
216-6	Environmental Review Procedures for Implementing the National Environmental Policy Act	20 MAY 99
216-8	Information Collections and Requirements Needing Office of Management and Budget Clearance	17 APR 91
216-13	Advisory and Assistance Services	19 JAN 90
216-17	NOAA Environmental Compliance Program	29 SEP 98
216-100	Protection of Confidential Fisheries Statistics	18 JUL 94
216-101	Ocean Data Acquisitions	20 JUN 90
216-102	NOAA Marine Advisory Service (NMAS)	18 MAR 91
216-104	Management and Utilization of Aircraft	31 JAN 03
216-105	Policy on Transition of Research to Application	17 MAY 05
216-106	NOAA Education Policy	27 JUN 05
216-107	NOAA Policy on Cooperative Institutes	02 SEP 05
216-108	Requirements Management	24 OCT 05

216-109	Policy on Reimbursable Research	31 OCT 05
216-110	Management and Governance of High Performance Computing	19 MAY 06
216-111	NOAA Planning, Programming, Budgeting, and Execution System	05 JUN 07
216-112	Policy on Partnerships in the Provision of Environmental Information	10 JUL 07
	<b>Chapter 217 - Property and Facilities Manageme</b>	ent
217-8	Employee Parking and Ridesharing Program (NOAA Circular 92-07)	12 AUG 92
217-41	NOAA GSA RENT Budget	04 FEB 91
217-100	Exhibits	05 FEB 92
217-101	Space Management Policy for Systems Furniture Applications (NOAA Circular 92-08)	19 MAR 92
217-103	Management of NOAA Small Boats (Amendment)	21 JAN 03 07 MAR 03
217-104	Facility Capital Planning and Construction Management Policy	27 APR 05
217-106	Transportation of Nongovernment Personnel as Passengers on NOAA Vessels, Aircraft, and Motor Vehicles	12 JUL 92
	<b>Chapter 218 - Legal and Legislative Matters</b>	
218-1	The Preparation and Clearance of Congressional Testimony	25 JUN 90

## **Chapter 219 - Public Affairs**

No NAOs in Series 219